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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 9 July 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. General:

25X1C15a

a. [REDACTED] (continued item): No change:

25X1A6a

2. Projects:

a. Pool of Cleared Sources for Procurement (continued item):
No change.

25X1C15a

3. Other Items of Interest:

[REDACTED] ✓

b. Lapse of 1951 FY Funds (completed item): The 14 contracts covered by 1951 vouchered funds referred to in prior reports are in following categories:

1. Paid	8
2. Settlement proposal submitted to Contractor	4
3. Awaiting final audit report so settlement proposal may be prepared	1
4. Delivery not complete	1
	<u>14</u>

25X1A5a1

On 8 July 1953 [REDACTED] delivered its reply to our settlement proposal covering Contract XG-607. The Contractor rejected our proposal and requested that it be accorded a formal hearing as soon as possible after its attorney, [REDACTED] can be security cleared.

25X1A5a1

c. Status of Requisitions (continued item):

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of requisitions for this Division:

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	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought fwd.	0	0	24	0	24
Received	20	9	22	190	241
Completed	1	1	5	38	45
Pending	19	8	41	152	220

The small number of requisitions "completed" was caused by the "hold" order brought about by the problem of availability of FY 54 funds. This was resolved as of the date of this report and processing of orders will now be resumed.

4. Special Problems:

a. Vacancies in T/O (continued item): Two persons departed this week by resignation. Other vacancies continue unfilled. ?

5. Major Objectives:

a. Objectives for Calendar Year 1953 (new item):

I. Establish Pool of Cleared Resources for Procurement

50%
~~20%~~

II. Indoctrination of Procurement Personnel with Procurement Practices of Other Government Agencies

30%

III. Development and Implementation of Procedures for Procurement through [REDACTED]

A. [REDACTED] Depot
B. [REDACTED] Depot

100%
50%

IV. [REDACTED]

0%

V. Program for Educating Other Offices of the Agency in Correct Requisitioning Practices

10%

VI. [REDACTED]

30%

VII. Promulgate Procurement Policy

A. Procurement Division Procedural Manual
B. Agency Regulations

100%
50%

for [REDACTED] 25X1A9a

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